

**TOWN OF DARIEN
BOARD OF FINANCE
REGULAR MEETING
APRIL 7, 2016**

ATTENDANCE: Jon Zagrodzky, Chair; Frank Huck, Vice Chair; Diana Maguire, Secretary; Bruce Orr, James Palen

ABSENT: James McLaughlin, David Lopiano

STAFF: Jennifer Charneski, Finance Director; Michael Harman, BOE Chairman; Dr. Daniel Brenner, Superintendent; Jayme Stevenson, First Selectman; Jack Davis, RTM F&B Committee

CALL TO ORDER.

Mr. Zagrodzky called the meeting to order at 7:30 p.m. A quorum was present.

BUDGET DISCUSSION

Review of Open Items

Mr. Zagrodzky said he wanted to discuss with the Board of Education what is being recommended for its Capital Budget. Mr. Harman said the cafeteria project was deferred to await the completion of an architectural study. He said the Board wants to look at other options.

Mr. Harman said the BOE is trying to understand the requirements to move forward with an RFP for an architectural study and to create a building committee.

Dr. Brenner said the need is really defined. He said it is a positive step with the BOE and BOF and RTM working together. He said when the BOE comes back with the information, he hopes the BOF would champion their effort.

Mr. Zagrodzky said in no way does the Board want to delay the project. He said once the BOE has a plan, the BOF will do everything in its power to move the project forward.

Mr. Zagrodzky said it is important to have a written cost estimate in place. He said based on recent history that will help and that way the BOF, BOE and the RTM are comfortable.

Mr. Zagrodzky said the Town had a history of under-designing some of projects. He said it may be an opportunity to consider if there is a chance to leverage the project to create additional capacity.

Mr. Zagrodzky said he would like to put \$100,000 back into this budget. Mr. Orr said he agreed and added that the desire is to get the plan and get it right.

Dr. Brenner said if we wait until July 1 the project may not be completed by October 15. Mr. Zagrodzky said the \$100,000 could come out of the current budget from contingency and then \$100,000 would be taken out of next year's budget.

Ms. Stevenson said the quickest path to fund the project would be a transfer once a dollar amount has been finalized for the study.

Mr. Zagrodzky asked about the roof at 35 Leroy and Dr. Brenner said the BOE would be comfortable with the change of a slate to an asphalt roof.

Mr. Zagrodzky then discussed general fund revenues. He said the Town has originally budgeted a contribution from the General Fund balance. The proposed budget contained a contribution of \$1.4 million and he recommended the Board reduce the amount to \$1.1 million.

Mr. Zagrodzky mentioned the change in ECS grants from the state. Ms. Charneski said the Board of Selectmen had already factored in a loss of \$240,000. The remaining reduction in the budget is \$260,677 and will come out of the state grant revenue.

The next topic was Fire Department grants. Mr. Zagrodzky said the expenses will be moved out of the Fire Department and into the Town payable system. He said it will be easier for the Town to handle these expenses. Mr. Zagrodzky also said that using the Town's purchasing system, the departments may be able to acquire items faster and at a better price. He said the budgets are \$61,140 for Darien, \$64,330 for Noroton and \$60,405 for Noroton Heights and each department will get a smaller grant of \$5,000 for expenses or to support their volunteers.

Mr. Zagrodzky said the Town auditors highlighted a negative balance of \$140,000 in employee benefits, sewer department and parking fund. He said we need \$90,000 to bring it down to zero.

Final Vote on Budget/Set Mill Rate for 2017

Mr. Zagrodzky said the Board took \$925,000 out of the cafeteria expansion and budgeted \$100,000 for a study. He said taking out the slate roof and adding an asphalt roof will save \$130,000.

The budget for the Town is \$30,519,897 (0.45% increase). The BOE budget will be \$93,847,816 (3.4% increase).

On the capital side, the total is up 18% for this year. The total expenditures are \$141,399,008 which is a 3.2% increase.

On the mill rate, the total taxes required are \$130,796,482, a 3.63% increase, the grand list is up just over 1% and the mill rate will be 15.73 mills up from 15.35 mills last year.

**** MR. ORR MOVED TO APPROVE THE FOLLOWING BUDGET**

RESOLUTION: SEE PAGE 4

**** MR. MCLAUGHLIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The foregoing budget was approved by the Board of Finance of the Town of Darien at its meeting held April 7, 2016. The following resolutions were adopted at said meeting.

A RESOLVED, that an appropriation of \$ 5,982,727 is hereby made from the Reserve Fund for Capital and Non-Recurring Expenditures for the purpose of meeting expenses of the Town of Darien as shown by the budget this day approved.

B RESOLVED, that an appropriation of \$ 47,551,192 is hereby made in the General Fund for the Selectmen's Operating Budget.

C RESOLVED, that an appropriation of \$ 93,847,816 is hereby made in the General Fund for the Education Operating Budget.

D RESOLVED, that the above appropriations, totaling \$ 141,399,008 are for the purpose of meeting the expenses of the Town of Darien for the fiscal year commencing July 1, 2016 and ending June 30, 2017 as shown by the budget this day approved.

E RESOLVED, that a tax of 15.73 mills is hereby levied upon the last complete grand list of the Town with a total net assessment of \$ 8,446,673,225 on property as of October 1, 2015, payable in two equal semi-annual installments, the first installment to become due and payable on July 1, 2016 and the second installment to become due and payable on January 1, 2017, provided however that:

1. Any taxpayer may pay both of said installments on July 1, 2016;
2. The personal property tax on motor vehicles in said Town shall become due and payable in one single installment on July 1, 2016
3. Any property tax in any amount not in excess of one hundred (\$ 100.00) shall become due and payable in one single installment on July 1, 2016

F RESOLVED, that the Town of Darien, acting through its Board of Selectmen, and subject to the approval of said Town at the Annual Budget Meeting of the Representative Town Meeting to be held May 9, 2016, be authorized to borrow on the note or notes of the Town the sum of \$5,000,000 or so much thereof as may be necessary for the general expenses of the Town pending the collection of either or both of said semi-annual installments of taxes on or prior to June 30, 2017.

G RESOLVED, that the following appropriations for other funds are hereby made as detailed below for the 2016-2017 fiscal year as shown by the budget this day approved.

3,558,988	Sewer Operating Fund for the purpose of meeting expenses of the Town of Darien, Sewer Commission
550,000	Sewer Assessment Fund
186,400	Sewer Capital Fund
757,867	Parking Lot Administration Fund
185,000	Parking Lot Capital Fund

REFUNDING RESOLUTION

This is a resolution that is done every year to give the Board flexibility to move forward on Bond refunding.

**** MR. HUCK MOVED TO APPROVE THE RESOLUTION APPROPRIATING THIRTY MILLION DOLLARS TO REFUND CERTAIN OF THE TOWN'S OUTSTANDING BONDS AND AUTHORIZING THE ISSUANCE OF REFUNDING BONDS TO FINANCE SUCH APPROPRIATION**

**** MS. MAGUIRE SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

TRANSFERS FROM CONTINGENCY

Planning and Zoning - Full Time Salaries \$9,519

Mr. Jeremy Ginsberg requested money to hire an additional town planner. Mr. Zagrodzky said this way he get the money now out of contingency instead of waiting until July 1.

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10704000-86600	Contingency	\$9,519	10201011-81001	Full-Time	\$9,519

**** MR. ORR MOVED TO APPROVE THE FOLLOWING TRANSFER**

**** MR. MCLAUGHLIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Police Adminisistration - Professional Services \$34,000

Mr. Zagrodzky said the Police Department has requested a transfer to conduct promotional examinations for the ranks of captain, lieutenant and sargeant. The money will go to 'Badgequest' the provider of the testing services.

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10704000-86600	Contingency	\$34,000	10302213-82007	Prof Services	\$34,000

**** MR. MCLAUGHLIN MOVED TO APPROVE THE TRANSFER.**

**** MS. MCGUIRE SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

TRANSFERS

Planning & Zoning

Consulting Services \$16,000

Software Maintenance & Support \$4,507

Planning and Zoning Department has requested a transfer from the Regulatory Counsel account for consulting and software maintenance.

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10105091-82105	Regulatory Counsel	\$20,507	10201011-82012	Consulting	\$16,000
			10201011-82034	Software maintenance & Support	\$4,507

**** MR. ORR MOVED TO APPROVE THE TRANSFER.**

**** MR. MCLUGHLIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Police Station Operation – Facility Repair \$5,000

Mr. Huck said air pressure from the front windows of the station has caused some leaks that need to be fixed.

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10302313-82040	Fleet Services-Repairs	\$3,000	10302323	Facility Repair	\$5,000
10302313-83014	Tires	\$2,000			

**** MR. MCLAUGHLIN MOVED TO APPROVE THE TRANSFER.**

**** MR. HUCK SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Zagrodzky asked if there were any more comments. Ms. Charneski requested feedback from the Board regarding opportunities to improvements to the budget document.

Mr. Zagrodzky said he wanted to thank First Selectman Stevenson, Mr. Davis and BOE for their cooperation and coordination. He thanked Ms. Charneski for her work as Finance Director. Mr. Orr said he would like to recognize Mr. Alan Gray for his input.

The next meeting will be on May 17, 2016.

OTHER BUSINESS
(Requires a 2/3 vote)

None

ADJOURNMENT

**** MR. ORR MOVED TO ADJOURN**
**** MS. MAGUIRE SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Diana Maguire
Clerk, Board of Finance

Prepared by

G. Venuto
Telesco Secretarial Services